



Learning Aid: Display a Training Request for an Ad Hoc Course (ZRHPA002A)

There are two training course types that can be requested utilizing SAP: A Planned course or an Ad Hoc course. Planned training are scheduled courses available in the SAP Business Events training catalog, usually onsite and sponsored by HRO. Ad Hoc courses are not offered in the SAP Business Events training catalog (i.e. college courses, conferences & symposiums). This document has been developed to assist a user with display and review of the Ad Hoc Training Request.


Helpful Hints:



- Ad Hoc training course requests are routed through SAP workflow to obtain approvals from the employee's Supervisor, Financial manager and Training manager.
- Training request can be printed when completely approved.
- Select the **User menu**  icon, or the **SAP menu**  icon to switch between the menus.

Step by step instructions:


1. Log on to SAP R/3 using the **SAPLogon-pad** .
2. Enter **ZRHPA002A** in the Transaction Code Box and click the **Enter**  icon, or follow the menu path: **User Menu > ESS > Training > Display Training Request**
3. Enter the personnel number in the **Personnel Number** field.

NOTE: If you don't know the personnel number, click in the field and select the dropdown menu.

Enter your last name and first name and click the **Start Search**  icon. Select your personnel number.

4. The **Start Date** field defaults to today's date. Change the date if you are tracking an event prior to today.
5. Click the **Execute**  icon.
6. Click the course **Object** id number.
7. If needed, change the **Validity dates** to encompass the course dates of the event you are tracking.
8. Click in the **Action field** and select **ZDT2 – Display Training Request (Ad-hoc)**.
9. Click the **Execute**  icon.
10. Click the **Course Approval** Tab.

NOTE: You can now view what levels of approval have been approved. If all three approvals are not complete, you will have to contact the next required approval level to take action.

11. Click the **Print 1556 Form** button to print the training request.
12. Continue clicking the **Back**  icon to return to the SAP Easy Access menu.